



THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical Officer

FRED LEAF
Chief Operating Officer

COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
313 N. Figueroa, Los Angeles, CA 90012
(213) 240-8101

BOARD OF SUPERVISORS

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March 3, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**NOTICE OF COOPERATIVE AGREEMENT NO. U62/CCU923576-02 FOR
CALENDAR YEAR 2005 FOR HIV EPIDEMIOLOGY PROGRAM AND HIV/AIDS
PERSONNEL SERVICES AGREEMENT AMENDMENT**
(All Districts) (3 Votes)

IT IS RECOMMENDED THAT THE BOARD:

1. Accept Notice of Cooperative Agreement (NCA) No. U62/CCU923576-02 (Exhibit I) from the Centers for Disease Control and Prevention (CDC) in the amount of \$597,301 (25% of full funding of \$2,389,205) for Calendar Year (CY) 2005 for HIV/AIDS Surveillance services.
2. Delegate authority to the Director of Health Services, or his designee, to accept the remaining 75% (\$1,791,904) of the base amount of \$2,389,205 of NCA No. U62/CCU923576-02 for HIV/AIDS Surveillance for CY 2005.
3. Delegate authority to the Director of Health Services, or his designee, to accept and sign future NCAs for CY 2005 and the NCA for CY 2006 (the end of the project period) for HIV/AIDS Surveillance services, and amendments to the NCAs, for increases or decreases in funding not to exceed 30% of the base award of \$2,389,205, upon review and approval by County Counsel, followed by notification to the Board Offices.
4. Approve and authorize the Director of Health Services, or his designee, to execute Amendment No. 5 to Agreement No. H-213191, substantially similar to Exhibit II, with Simpson and Simpson Business and Personnel Services, Inc. (Simpson) to continue the

provision of federally funded HIV epidemiological studies for the period April 1, 2005 through March 31, 2006, with a maximum obligation of \$1,165,268, of which \$597,848 is offset by federal funds and \$567,420 is net County cost.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:

Approval of the recommended actions will allow for the continuation of federally funded HIV/AIDS Surveillance services.

The Amendment with Simpson allows the Department of Health Services (Department) to fulfill the CDC research requirement by providing for the continued collection of HIV behavioral surveillance data, HIV/AIDS surveillance, and enhanced perinatal surveillance.

FISCAL IMPACT/FINANCING:

NCA:

Pending the resolution of CDC's budget situation, the award reflects only 25% (\$597,301) of the total anticipated funding of \$2,389,205 for CY 2005. The attached Exhibit III is the Summary Budget for the HIV Epidemiology Program, Surveillance and Seroprevalence Services.

The total project cost is \$2,956,625, of which \$2,389,205 is offset by CDC funds for the period January 1, 2005 through December 31, 2005, and \$567,420 is net County cost for the period April 1, 2005 through March 31, 2006. The Department has received HIV Epidemiology Surveillance and Seroprevalence grant funds for many years and expects to continue receiving these funds in future fiscal years. The net County cost portion will be absorbed within existing resources.

Funding is included in the Fiscal Year 2004-05 Adopted Budget and will be requested in future fiscal years.

Agreement No. H-213191 with Simpson:

Amendment No. 5 to Agreement No. H-213191 (Exhibit II) with Simpson has a maximum obligation of \$1,165,268, of which \$597,848 is anticipated to be offset by federal funds. The federal funds consist of \$281,199 from HIV Epidemiology Surveillance and Seroprevalence grants funds, \$203,875 from the HIV/AIDS Research in African-American and Hispanic Men Who Have Sex With Men (MSM) grant, \$62,072 from the Web-based HIV Behavioral Surveillance grant, \$50,702 from the Special Projects of National Significance (SPNS) grant, and \$567,420 in net County cost, for the period April 1, 2005 through March 31, 2006.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

NCA:

On March 31, 2004, the Department received NCA No. U62/CCU923576-01 for the HIV/AIDS Surveillance Project in the amount of \$1,871,914 for the period April 1, 2004 through December 31,

2004. On three subsequent occasions, the Department received amendments from the CDC increasing the total award to \$2,028,583 for CY 2004.

On December 10, 2004, the Department received NCA No. U62/CCU923576-02 in the amount of \$597,301 for CY 2005. Pending the resolution of CDC's budget situation, the award reflects only 25% (\$597,301) of the total anticipated funding of \$2,389,205 for CY 2005.

Attachment A provides further information.

Agreement No. H-213191 with Simpson:

On December 18, 2001, the Board approved an Agreement with Simpson in the amount of \$613,849 for the period January 1, 2002 through December 31, 2002, for personnel services for HIV/AIDS epidemiologic studies. On three subsequent occasions, the Board approved amendments to the Agreement for continued services through September 30, 2004, with no net County cost.

On September 21, 2004, the Board approved Amendment No. 4 in the amount of \$604,948, of which \$338,081 was offset by federal funds and \$266,867 was net County cost. Amendment No. 5 will provide for the continuation of HIV epidemiological studies and State mandated HIV/AIDS surveillance utilizing federal and County funds for the period April 1, 2005 through March 31, 2006, pending the completion of a solicitation process. Amendment No. 5 provides for a 5% increase in the indirect cost rate for a total indirect cost rate of 10%, which is within the acceptable CDC range for indirect costs. The percentage of indirect cost has been 5% since the inception of the Agreement in 2001 and the Contractor has indicated his refusal to continue services without this increase. Amendment No. 5 also includes language that continued funding is contingent upon receipt of the remaining federal funds from the CDC.

Attachment B provides further information.

County Counsel has reviewed and approved Exhibits I and II as to form.

CONTRACTING PROCESS:

The Department had planned to have a Master Agreement in place by this time. However, because the Department receives many State and federal grants for a wide variety of public health projects, the Department has decided to meet its intermittent needs for temporary personnel services, on a project by project basis, by issuing a Letter of Interest (LOI) to identify interested and qualified agencies. The LOI will be issued by July 31, 2005, and the Department will return to the Board for approval of new contract(s).

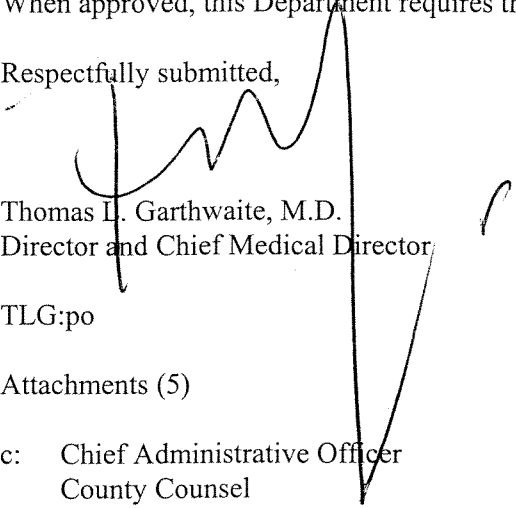
IMPACT ON CURRENT SERVICES (OR PROJECTS):

Acceptance of the NCA will allow for continuation of HIV/AIDS Surveillance services, and the Amendment with Simpson will provide temporary personnel services for the continued collection of HIV/AIDS surveillance, perinatal surveillance data and behavioral surveillance studies.

The Honorable Board of Supervisors
March 3, 2005
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When approved, this Department requires three signed copies of the Board action.

Respectfully submitted,



Thomas L. Garthwaite, M.D.
Director and Chief Medical Director

TLG:po

Attachments (5)

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

SUMMARY OF AWARD

1. TYPE OF SERVICE:

Notice of Cooperative Agreement (NCA) No. U62/CCU923576-02 provides for the continued provision of HIV/AIDS Surveillance services throughout Los Angeles County.

2. AGENCY ADDRESS AND CONTACT PERSON:

Tiffney Esslinger, Grant Manager Specialists
Centers for Disease Control and Prevention (CDC)
Procurement and Grants Office (PGO)
2920 Brandywine Road, MS E-15
Atlanta, Georgia 30341-4146
Telephone: (770) 488-2731

3. TERM:

Budget period: January 1, 2005 through December 31, 2005.
Project period: April 1, 2004 through December 31, 2006.

4. FINANCIAL INFORMATION:

The NCA No. U62/CCU923576-02 in the amount of \$597,301 is only 25% of the Calendar Year 2005 base award of \$2,389,205, totally offset by CDC grant funds.

5. GEOGRAPHIC AREA TO BE SERVED:

Countywide.

6. ACCOUNTABLE FOR MONITORING AND EVALUATION:

Gordon Bunch, M.A. Director, HIV Epidemiology Program

7. APPROVALS:

Public Health: John F. Schunhoff, Ph.D., Chief of Operations

Contracts and Grants Division: Cara O'Neill, Chief

County Counsel (as to form): Kelly M. Auerbach-Hassel, Deputy County Counsel

BLETCD3447.PO

SUMMARY OF AGREEMENT

1. TYPE OF SERVICE:

Public Health HIV-related epidemiology services.

2. AGENCY NAME AND CONTACT PERSON:

Simpson and Simpson Business and Personnel Services, Inc.
3600 Wilshire Blvd., Suite 1710
Los Angeles, California 90010
Attention: Brainard D. Simpson, President
Telephone: (213) 736-6664
Email: Simpson&simpsonspas.com

3. TERM:

Agreement No. H-213191:	January 1, 2002 through December 31, 2002.
Amendment No. 1:	January 1, 2003 through December 31, 2003.
Amendment No. 2:	Date of Board approval through December 31, 2003.
Amendment No. 3:	Date of Board approval through September 30, 2004.
Amendment No. 4:	October 1, 2004 through March 31, 2005.
Amendment No. 5:	April 1, 2005 through March 31, 2006.

4. FINANCIAL INFORMATION:

Amendment No. 5 will provide for a maximum obligation of \$1,165,268, of which \$597,848 is offset by federal funds, which consists of \$281,199 from HIV Epidemiology Surveillance and Seroprevalence grant funds, \$203,875 from the HIV/AIDS Research in African-American and Hispanic Men Who Have Sex with Men (MSM) grant, \$62,072 from the Web-based HIV Behavioral Surveillance grant, and \$50,702 from SPNS grant, and \$567,420 in net County cost.

5. GEOGRAPHIC AREA SERVED:

Countywide.

6. ACCOUNTABLE FOR MONITORING AND EVALUATION:

Gordon Bunch, M.A., Director, HIV Epidemiology Program

7. APPROVALS:

Public Health:	John F. Schunhoff, Ph.D., Chief of Operations
Contracts and Grants Division:	Cara O'Neill, Chief
County Counsel (as to form):	Kelly Auerbach-Hassel, Deputy County Counsel

EXHIBIT II

Contract No. H-213191-5

HUMAN IMMUNODEFICIENCY VIRUS (HIV)
ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)
PERSONNEL SERVICES AGREEMENT
Amendment No. 5

THIS AMENDMENT is made and entered into this _____
day of _____, 2005,

by and between COUNTY OF LOS ANGELES (hereafter
"County"),

and SIMPSON AND SIMPSON BUSINESS AND
PERSONNEL SERVICES, INC. (hereafter
"Contractor").

WHEREAS, reference is made to that certain document entitled
"HUMAN IMMUNODEFICIENCY VIRUS (HIV) ACQUIRED IMMUNE DEFICIENCY
SYNDROME (AIDS) PERSONNEL SERVICES AGREEMENT" dated December 18,
2001, and further identified as County Agreement No. H-213191
and any Amendments thereto (hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend
said Agreement to increase the maximum County obligation, extend
the term, and to make other hereafter described changes; and

WHEREAS, Agreement provides that changes may be made in the
form of a written amendment which is formally approved and
executed by the parties; and

NOW, THEREFORE, the parties hereby agree as follows:

1. This Amendment shall be effective on the date of Board
approval.

2. The first subparagraph of Paragraph 1, TERM, shall be

amended to read as follows:

"1. TERM: The term of this Agreement shall commence on January 1, 2002 and shall continue in full force and effect through March 31, 2006."

3. The first subparagraph of Paragraph 2, DESCRIPTION OF SERVICES, shall be amended to read as follows:

"2. DESCRIPTION OF SERVICES: Contractor shall provide services to County in the manner and form as described in the body of this Agreement and in Exhibits A, B, B-1, B-2, B-3 and B-4 (Scope of Work), attached hereto and incorporated herein by reference. All paragraphs that reference Exhibits A, B, B-1, B-2, and B-3 shall be amended to also reference Exhibit B-4."

4. A third subparagraph of Paragraph 3, MAXIMUM OBLIGATION OF COUNTY, shall be added to read as follows:

"During the period April 1, 2005 through March 31, 2006, the maximum obligation of County for all services provided hereunder shall not exceed One Million, One Hundred Sixty-Five Thousand, Two Hundred Sixty-Eight Dollars (\$1,165,268), contingent upon the County's receipt of HIV/Epidemiology grant funds from the Centers for Disease Control and Prevention. To receive payment from County, Contractor shall submit an invoice on such forms as may be furnished or required by County. Such invoice shall detail actual reimbursable costs incurred by Contractor in accordance with Schedules XX through XXVI of Exhibit B-4, all attached hereto and incorporated by reference. All

references to Schedules XIV through XIX, shall be amended to also reference Schedules XX through XXVI. Each invoice shall be approved and signed by the designee of Contractor."

5. Except for the changes set forth herein above, Agreement shall not be changed in any respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its

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Director of Health Services, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

BY _____
Thomas L. Garthwaite
Director and Chief Medical Officer

SIMPSON AND SIMPSON BUSINESS AND
PERSONNEL SERVICES, INC.
Contractor

BY _____
Signature

Printed Name

Title _____
(AFFIX CORPORATE SEAL)

APPROVED AS TO FORM BY THE
OFFICE OF THE COUNTY COUNSEL

APPROVED AS TO CONTRACT
ADMINISTRATION:

Department of Health Services

By _____
Cara O'Neill, Chief
Contracts and Grants Division

po:2/05
AMENDCD3821.PO

EXHIBIT B-4
SIMPSON AND SIMPSON BUSINESS AND PERSONNEL SERVICES, INC.

HUMAN IMMUNODEFICIENCY VIRUS (HIV)
ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)
HIV EPIDEMIOLOGY PERSONNEL SERVICES

SCOPE OF WORK

April 1, 2005 through March 31, 2006

1. **SERVICES TO BE PROVIDED:** Contractor shall provide the HIV Epidemiology Program (HEP) with supplies and personnel to augment County's staff in programs that are grant funded and require staff that are difficult for the County to recruit and hire in a timely manner. All such personnel shall be provided to:
 - A. **Behavioral Surveillance:** 1) supervise team of contract research interviewers; 2) coordinate community-based agencies to construct the sampling frame of recruitment venues; 3) prepare monthly sampling calendars; 4) supervise implementation of data and blood collection protocols; 5) direct communications with the study epidemiologist and the Centers for Disease Control and Prevention (CDC) to enhance successful conduct of the surveillance system; 6) conduct all of the interviewing and recruitment duties for the quantitative data collection; and 7) conduct pre- and post HIV counseling and testing on survey participants; provide referrals for medical and social services to participants; conduct data collection at various venues during late night and weekend hours. Services shall be consistent with laws, regulations, and the Los Angeles County code.
 - B. **Latino MSM Study:** 1) supervise team of contract research interviewers; 2) coordinate community-based agencies to construct the sampling frame of recruitment venues; 3) supervise implementation of data and blood collection protocols; 4) direct communications with the study epidemiologist and the CDC to enhance successful conduct of the surveillance system ; 5) conduct all of the interviewing and recruitment duties for the quantitative data collection; and 6) conduct pre- and post HIV counseling and testing on survey participants; provide referrals for medical and social services to participants; conduct data collection at various venues during late night and weekend hours. Services shall be consistent with laws, regulations, and the Los Angeles County code.
 - C. **HIV Surveillance and Enhanced Perinatal Surveillance:** 1) review medical records and abstract pertinent information to complete a case report on HIV and AIDS cases diagnosed at various medical care facilities throughout Los Angeles County; 2) assist with contacting laboratories and

health care providers to obtain missing information; 3) respond to inquiries regarding HIV/AIDS surveillance; 4) assist with other surveillance duties as assigned; 5) assist with the resolution of duplicate HIV and AIDS cases (monthly and quarterly lists); 6) contact health care providers for HIV/AIDS case reporting and to obtain missing surveillance information; 7) provide training/surveillance information when necessary; 8) review HIV/AIDS case report forms for completeness and accuracy; and 9) assist with other surveillance duties as assigned. Services shall be consistent with laws, regulations, and the Los Angeles County code.

- D. Web-based Behavioral Surveillance: 1) conduct qualitative individual interviews with community experts familiar with web sites and MSM activities related to meeting men through chat rooms, etc.; 2) assist the study Epidemiologist with coordinating community forums to elaborate on web venues and cultural norms elicited in the individual interviews; 3) conduct non-participant observation of the universe of web venues to be sampled in the quantitative study period; 4) create a stratified sampling frame and pilot-test the web-based sampling plan; 5) co-develop web-based data entry system and local WBS questions; 6) monitor participant recruitment and quality of data collected through web-based data entry system; and, 7) coordinate all data checking and transfer activities with CDC.
- E. Special Projects of National Significance: 1) Conduct targeted venue-based recruitment of potential study participants; 2) assess recruits for eligibility to participate in the study according to criteria identified in the study protocol; 3) obtain informed consent from study participants; 4) administer study questionnaires using standardized research interview procedures; 5) enter questionnaire data into an electronic database; 6) conduct HIV counseling and testing according to established protocols; 7) refer participants who test positive for HIV to case management; and 8) provide general administrative support specific to the SPNS project.
- F. Behavioral Surveillance of American Indians at Risk for HIV/AIDS: 1) Conduct all of the interviewing and recruitment duties for the quantitative data collection; and 2) conduct pre- and post HIV counseling and testing on survey participants; provide referrals for medical and social services to participants; conduct data collection at various venues during late night and weekend hours. Services shall be consistent with laws, regulations, and the Los Angeles County code.

SCHEDULE XX**COUNTY OF LOS ANGELES - DEPARTMENT OF HEALTH SERVICES****HIV EPIDEMIOLOGY PROGRAM****YMS BEHAVIORAL SURVEILLANCE (Grant No. U62/CCU923576)****Simpson & Simpson Personnel Services****April 1, 2005 - March 31, 2006**

I. PERSONNEL	Annual Salary	Monthly Salary	# of Pos	% of Time	# of Mos	Total Budget
Field Research Coordinator						
Gilbert Bazan	\$50,136	\$4,178	1	100%	12	\$50,136
Research Interviewers						
Juan Muniz	33,456	2,788	3	100%	12	<u>100,368</u>
Ricky Griffin						
Elizabeth Valenzuela						
Total Salaries						150,504
Employee Benefits @ 21.2%						<u>31,907</u>
Total Full-Time Personnel						182,411
II. OPERATING EXPENSES						
Mileage						816
Total Contractual						183,227
IV. INDIRECT COSTS						
Indirect Costs at 10% of total contractual						<u>18,323</u>
V. TOTAL REQUEST						<u>201,550</u>

SCHEDULE XXI

**COUNTY OF LOS ANGELES - DEPARTMENT OF HEALTH SERVICES
HIV EPIDEMIOLOGY PROGRAM
Evaluation of Web-Based HIV Behavioral Surveillance
Simpson & Simpson Personnel Services
Grant No. U62/CCU 923322
April 1, 2005 - March 31, 2006**

	<u>Annual Salary</u>	<u>Monthly Salary</u>	<u>% of Time</u>	<u># of Mos</u>	<u>Amount Requested</u>
I. Personnel					
Research Analyst	\$45,024	3,752	100%	12	\$45,024
 Total Salaries					45,024
Employee Benefits @ 21.2%					9,545
Total Full-Time Personnel					54,569
 II. OPERATING EXPENSES					
Telephone					1,080
Mileage					780
Total Operating Expenses					1,860
 Total Contractual					56,429
 IV. INDIRECT COSTS @10% of total contractual					5,643
 V. TOTAL BUDGET					\$62,072

SCHEDULE XXII

**COUNTY OF LOS ANGELES - DEPARTMENT OF HEALTH SERVICES
HIV EPIDEMIOLOGY PROGRAM
ENHANCED PERINATAL SURVEILLANCE Grant No. U62/CCU923576
Simpson & Simpson Personnel Services, Inc.
April 1, 2005 - March 31, 2006**

	Annual Salary	Monthly Salary	# of Pos	Time	Months	Final Budget
<hr/>						
I. Personnel						
Medical Records Abstractor New	\$35,796	\$2,983	1	100%	12	35,796
Total Salaries						<hr/> 35,796
Employee Benefits @ 21.2%						<hr/> 7,589
Total Personnel						<hr/> \$43,385
 II. OPERATING EXPENSES						
Mileage/Parking						1,445
Total Contractual						44,830
 IV. INDIRECT COSTS						
Indirect Costs at 10% of total contractual						<hr/> \$4,483
V. TOTAL REQUEST						<hr/> \$49,313

SCHEDULE XXIII

**COUNTY OF LOS ANGELES - DEPARTMENT OF HEALTH SERVICES
HIV EPIDEMIOLOGY PROGRAM
Epidemiological HIV/AIDS Research in African-American and Hispanic
Men Who Have Sex With Men
Personnel Services Contract
Grant No. R18/CCR921022
April 1, 2005 - March 31, 2006**

	<u>Annual</u> <u>Salary</u>	<u>Time</u>	<u># of</u> <u>Positions</u>	<u>Months</u>	<u>Total</u> <u>Request</u>
I. Personnel					
Full-Time Personnel					
Study Coordinator	\$47,150	100%	1	12	\$47,150
Field Research Supervisor	37,412	100%	1	12	37,412
Research Interviewer	33,456	100%	2	12	66,912
Total Salaries					151,474
Employee Benefits @ 21.2%					<u>32,112</u>
Total Full-Time Personnel					183,586
OPERATING EXPENSES					
II. Mileage					1,755
Total Operating Expenses					1,755
Total Contractual					185,341
III. INDIRECT COSTS @ 10% of total contractual					18,534
IV. TOTAL BUDGET					\$203,875

SCHEDULE XXIV

**COUNTY OF LOS ANGELES - DEPARTMENT OF HEALTH SERVICES
HIV EPIDEMIOLOGY PROGRAM
SPNS: Outreach, Care, and Prevention to Engage HIV Seropositive Young MSM of Color
Grant No. H97HA03783**

**Simpson & Simpson Personnel Services
April 1, 2005 - March 31, 2006**

	Annual Salary	Monthly Salary	# of Pos	Time	Months	Final Budget
I. Personnel						
Outreach Worker	\$37,236	\$3,103	1	100%	12	37,236
New						
Total Salaries						<u>37,236</u>
Employee Benefits @ 21.2%						<u>7,894</u>
Total Personnel						45,130
II. OPERATING EXPENSES						
Mileage/Parking						963
Total Contractual						46,093
IV. INDIRECT COSTS						
Indirect Costs at 10% of total contractual						<u>4,609</u>
V. TOTAL REQUEST						\$50,702

SCHEDULE XXV

**COUNTY OF LOS ANGELES - DEPARTMENT OF HEALTH SERVICES
HIV EPIDEMIOLOGY PROGRAM
BEHAVIORAL SURVEILLANCE OF AMERICAN INDIANS AT RISK FOR HIV/AIDS
Grant No. U62/CCU923576**

**SIMPSON & SIMPSON PERSONNEL SERVICES
June 1, 2005 - December 31, 2005**

	<u>Monthly Salary</u>	<u>Time</u>	<u># of Pos</u>	<u>Months</u>	<u>Total Budget</u>
I. Personnel					
Full-Time					
Research Interviewer	\$2,500	100%	1	6	15,000
Part-Time					
Research Interviewer	\$2,500	50%	1	6	7,500
Total Salaries					22,500
Full Time Employee Benefits @ 21.2%					3,180
Part Time Employee Benefits @ 16.5%					<u>1,238</u>
Total Personnel					26,918
II. OPERATING EXPENSES					
Mileage					<u>660</u>
Total Operating Expenses					660
Total Contractual					27,578
IV. INDIRECT COSTS @ 10% of total contractual					<u>2,758</u>
V. TOTAL BUDGET					30,336

SCHEDULE XXVI

**COUNTY OF LOS ANGELES - DEPARTMENT OF HEALTH SERVICES
HIV EPIDEMIOLOGY PROGRAM
HIV SURVEILLANCE
SIMPSON & SIMPSON PERSONNEL SERVICES
Net County Cost
April 1, 2005 - March 31, 2006**

	Monthly Salary	# of Pos	Time	Months	Total Request
I. Personnel					
Full-Time Personnel					
Medical Records Abstractor	3,058	4	100%	12	146,784
Surveillance Assistants	3,416	1	100%	12	40,992
Data Entry Clerk	2,391	3	100%	12	86,076
Senior Data Entry Clerk	2,650	1	100%	12	31,800
Research Analyst	3,588	2	100%	12	86,112
 Total Full Time Salaries					 391,764
 Research Analyst Trainee	2,306	2	50%	12	 27,672
 Employee Benefits @ 21.2% (full-time)					 83,054
Employee Benefits @ 16.5% (part-time)					4,566
Total Personnel					<u>507,056</u>
 II. OPERATING EXPENSES					
 Mileage/Parking					 8,280
Advertising (vacancy recruitment)					500
Total Operating Expenses					<u>8,780</u>
 Total Contractual					 515,837
 IV. INDIRECT COSTS @ 10% of total contractual					 51,584
 V. TOTAL BUDGET					 \$ 567,420

EXHIBIT III

**COUNTY OF LOS ANGELES - DEPARTMENT OF HEALTH SERVICES
HIV EPIDEMIOLOGY PROGRAM
SURVEILLANCE AND SEROPREVALENCE SUMMARY BUDGET**

January 1, 2005 - December 31, 2005

	Annual Salary	Monthly Salary	# of Pos	% of Time	# of Mo.	Budget Request	Change	25% Award
I. Personnel								
Full-Time Personnel								
Senior Staff Analyst								
Gordon Bunch	86,208	\$7,184	1	40%	12	34,483	(25,862)	8,621
Senior Physician								
Douglas Frye, M.D.	134,857	11,238	1	10%	12	13,486	(10,115)	3,372
Chief Epidemiologist								
Amy Wohl	83,112	6,926	1	10%	12	8,311	(6,233)	2,078
Epidemiologist								
Virginia Hu	68,905	5,742	1	100%	12	68,905	(51,679)	17,226
Azita Nagdi	68,905	5,742	1	100%	12	68,905	(51,679)	17,226
Wendy Garland	68,905	5,742	1	10%	12	6,890	(5,168)	1,723
Zhijuan Sheng	68,905	5,742	1	50%	12	34,452	(25,839)	8,613
Mi Suk Yu-Harlan	68,905	5,742	1	100%	12	68,905	(51,679)	17,226
Nina Harawa	68,905	5,742	1	65%	12	44,788	(33,591)	11,197
Trista Bingham	68,905	5,742	1	45%	12	31,007	(23,255)	7,752
Research Analyst III								
Qiana Butler	64,157	5,346	1	100%	12	64,157	(48,118)	16,039
Epidemiology Analyst								
Helen Shih	50,381	4,198	1	100%	12	50,381	(37,786)	12,595
Laboratory Assistant								
Vacant	29,705	2,475	1	100%	12	29,705	(22,279)	7,426
Community Worker								
Vacant	29,778	2,482	2	100%	12	59,557	(44,668)	14,889
Assist. Prog. Specialist, PHN								
Sheila Hooper	70,971	5,914	1	100%	12	70,971	(53,228)	17,743
Public Health Nurse								
Anita Williams	65,436	5,453	1	100%	12	65,436	(49,077)	16,359
Laura Cervantes	65,436	5,453	1	100%	12	65,436	(49,077)	16,359
Essam Bottros	65,436	5,453	1	100%	12	65,436	(49,077)	16,359
Vacant	65,436	5,453	1	100%	12	65,436	(49,077)	16,359
Administrative Assistant III								
Sherry Rolls	56,580	4,715	1	75%	12	42,435	(31,826)	10,609
Public Health Investigator								
Ernesto Magdaleno	49,643	4,137	1	100%	12	49,643	(37,232)	12,411
Data Conversion Supervisor I								
Lola Loera Sacks	39,581	3,298	1	100%	12	39,581	(29,686)	9,895
Mary Carmen Vitale	39,581	3,298	1	20%	12	7,916	(5,937)	1,979
Data Conv Equip. Operator II								
Lavette Eason-Branch	36,347	3,029	1	100%	12	36,347	(27,260)	9,087
Alex Flores	36,347	3,029	1	100%	12	36,347	(27,260)	9,087
Information Systems Analyst II								
Eulogio Venegas	63,530	5,294	1	65%	12	41,294	(30,970)	10,323
Senior Typist Clerk								
Cynthia Robinson	35,313	2,943	1	100%	12	35,313	(26,485)	8,828
Total Full-Time Salaries						1,205,523	(904,142)	301,381
Salary Savings @ 2%						(22,582)	16,936	(5,645)
Revised Total Salaries						1,182,941	(887,206)	295,735
Employee Benefits Full-Time @ 40.0659%						473,955	(355,466)	118,489
Bilingual Bonus						3,600	(2,700)	900
Nursing Retention Bonus						4,560	(3,420)	1,140
Total Full-Time Personnel						1,665,056	(1,248,792)	416,264

Part-Time Personnel								
Student Professional Worker								
Vacant	18,054	1,505	1	50%	12	9,027	(6,770)	2,257
Armine Yedoyan	18,054	1,505	1	50%	12	9,027	(6,770)	2,257
Jeanette Ojeda	18,054	1,505	1	50%	12	9,027	(6,770)	2,257
Total Salaries						27,081	(20,311)	6,770
Employee Benefits Part-Time @ 2.85%						772	(579)	193
Total Part-Time Personnel						\$27,853	(20,890)	6,963
Total Personnel						1,692,909	(1,269,682)	423,227
II. OPERATING EXPENSES								
Mileage/Parking						16,113	(12,084)	4,029
Office Supplies						24,109	(18,082)	6,027
Photocopy Maintenance						8,335	(6,251)	2,084
Gasoline						835	(626)	209
Vehicle Maintenance & Insurance (MTU)						1,500	(1,125)	375
Participant Incentives						10,500	(7,875)	2,625
Printing and Duplication						10,750	(8,063)	2,688
Training						1,000	(750)	250
Travel						14,300	(10,725)	3,575
Personnel Services Contract						228,465	(171,349)	57,116
Space						116,640	(87,480)	29,160
TOTAL OPERATING EXPENSES						432,547	(324,410)	108,137
III. INDIRECT COSTS @21.7971% of total salaries						263,749	(197,812)	65,937
IV. TOTAL REQUEST						\$2,389,205	(1,791,904)	\$597,301

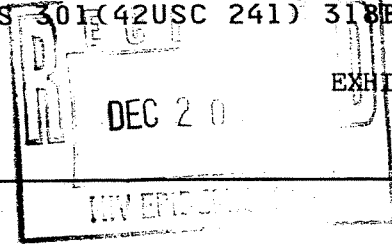
12/10/2004
SUPERSEDES AWARD NOTICE DATED
PT THAT ANY ADDITIONS OR RESTRICTIONS
USUALLY IMPOSED REMAIN IN EFFECT UNLESS SPECIFICALLY RESCINDED.
GRANT NO.
5. ADMINISTRATIVE CODES
CCU62
PROJECT PERIOD
04/01/2004
THROUGH 12/31/2006
BUDGET PERIOD
01/01/2005
THROUGH 12/31/2005

PUBLIC HEALTH SERVICE
CENTERS FOR DISEASE CONTROL AND PREVENTION

NOTICE OF COOPERATIVE AGREEMENT

AUTHORIZATION (LEGISLATION/REGULATION)

SECTIONS 301(42USC 241) 318B(42USC247C)



TITLE OF PROJECT (OR PROGRAM)

HIV/AIDS SURVEILLANCE

GRANTEE NAME AND ADDRESS
LOS ANGELES COUNTY DEPT. OF HEALTH SERVS
LACDOHS-HIV EPIDEMIOLOGY PROGRAM
600 S. COMMONWEALTH, #1920
LOS ANGELES, CA 90005

10. DIRECTOR OF PROJECT (PROGRAM DIRECTOR/PRINCIPAL INVESTIGATOR)

DR. PAUL SIMON, MPH, DIRECTOR
LACDOHS-OFFICE HEALTH ASSESSMENT & EPI.
313 N. FIGUEROA ST., #127
LOS ANGELES, CA 90012

APPROVED BUDGET (EXCLUDES PHS DIRECT ASSISTANCE)

Table with 2 columns: Description, Amount. Rows include: SALARIES AND WAGES, FRINGE BENEFITS, TOTAL PERSONNEL COSTS, CONSULTANT COSTS, EQUIPMENT, SUPPLIES, TRAVEL, PATIENT CARE-INPATIENT, PATIENT CARE-OUTPATIENT, ALTERATIONS AND RENOVATIONS, OTHER, CONSORTIUM/CONTRACTUAL COSTS, TRAINEE RELATED EXPENSES, TRAINEE STIPENDS, TRAINEE TUITION AND FEES, TRAINEE TRAVEL, TOTAL DIRECT COSTS, INDIRECT COSTS, TOTAL APPROVED BUDGET, SBIR FEE, FEDERAL SHARE, NON-FEDERAL SHARE.

12. AWARD COMPUTATION FOR FINANCIAL ASSISTANCE

Table with 2 columns: Description, Amount. Rows include: A. AMOUNT OF PHS FINANCIAL ASSISTANCE, B. LESS UNOBLIGATED BALANCE, C. LESS CUMULATIVE PRIOR AWARD, D. AMOUNT OF FINANCIAL ASSIST. THIS ACTION.

13. RECOMMENDED FUTURE SUPPORT (SUBJECT TO THE AVAILABILITY OF FUNDS AND SATISFACTORY PROGRESS OF THE PROJECT)

Table with 4 columns: BUDGET YEAR, TOTAL DIRECT COSTS, BUDGET YEAR, TOTAL DIRECT COSTS. Rows include: A, B, C.

14. APPROVED DIRECT ASSISTANCE BUDGET (IN LIEU OF CASH)

Table with 2 columns: Description, Amount. Rows include: A. AMOUNT OF PHS DIRECT ASSISTANCE, B. LESS UNOBLIGATED BALANCE, C. LESS CUMULATIVE PRIOR AWARDS, D. AMOUNT OF DIRECT ASSISTANCE THIS ACTION.

15. PROGRAM INCOME SUBJECT TO 45 CFR PART 74, SUBPART F, OR 45 CFR 92.25, SHALL BE USED IN ACCORDANCE WITH ONE OF THE FOLLOWING ALTERNATIVES: (SELECT ONE AND PUT LETTER IN BOX.)

- A. DEDUCTION
- B. ADDITIONAL COSTS
- C. MATCHING
- D. OTHER RESEARCH (ADD/DEDUCT OPTION)
- E. OTHER (SEE REMARKS)

B

THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE PHS ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING: A. THE GRANT PROGRAM LEGISLATION CITED ABOVE. B. THE GRANT PROGRAM REGULATION CITED ABOVE. C. THIS AWARD NOTICE INCLUDING TERMS AND CONDITIONS, IF ANY, NOTED BELOW UNDER REMARKS. D. PHS GRANTS POLICY STATEMENT INCLUDING ADDENDA IN EFFECT AS OF THE BEGINNING DATE OF THE BUDGET PERIOD. E. 45 CFR PART 74 OR 45 CFR PART 92 AS APPLICABLE. IN THE EVENT THERE ARE CONFLICTING OR OTHERWISE INCONSISTENT POLICIES APPLICABLE TO THE GRANT, THE ABOVE ORDER OF PRECEDENCE SHALL PREVAIL. ACCEPTANCE OF THE GRANT TERMS AND CONDITIONS IS ACKNOWLEDGED BY THE GRANTEE WHEN FUNDS ARE DRAWN OR OTHERWISE OBTAINED FROM THE GRANT PAYMENT SYSTEM.

MARKS OTHER TERMS AND CONDITIONS ATTACHED - YES X NO

SPONSOR: NATIONAL CENTER FOR HIV PREVENTION
*IDC RATE BASE: SEE ATTACHED

5. GRANTS MANAGEMENT OFFICER: (SIGNATURE) NEALEAN K. AUSTIN (NAME-TYPED/PRINT) GRANTS MANAGEMENT OFFICER (TITLE)
CLASS. 41.51 18. CRS.EIN: 1-956000927-A1 19. LIST NO.: C0-011-A05
FY-CAN DOCUMENT NO. ADMINISTRATIVE CODE AMT. ACTION FIN. ASST AMT. ACTION DIR. ASST
05-11515 05-9212466 CCU923576 CCU62 382,447 0
05-11515 05-9212047 CCU923576 CCU62 14,845 0
05-11515 05-9213799 CCU923576 CCU62 114,387 0

PHS-5152-1 (CONTINUED)

DATE ISSUED.....: 12/10/2004
GRANT NO.....: U62/CCU923576-02
APPROVAL LIST NO: C0-011-A05

FY CAN -----	DOCUMENT NO. -----	ADM.CODE -----	FIN.ASST -----	DIR.ASST -----
05-11515 05-9213036	CCU923576	CCU62	85,622	0

DIRECT ASSISTANCE BUDGET:
=====

PERSONAL SERVICE:	0
TRAVEL.....:	0
VACCINE.....:	0
OTHER SERVICE...:	0

NOTICE OF COOPERATIVE AGREEMENT

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DATE ISSUED

AWARD (Continuation Sheet)

AWARD NO.

U62/CCU923576-02

TERMS AND CONDITIONS OF THIS AWARD

The Centers for Disease Control and Prevention (CDC) is operating under a FY2005 Continuing Resolution (CR) wherein the budgetary commitment is based on the FY 2004 Appropriation Acts. As result, this notice of award presents only twenty-five percent or one quarter of the total financial assistance and or direct assistance.

Explanation of the columns "Note a, b, and c" and the budgets by percentage amounts:

Note (a): The proposed total budget amount without reflecting the conditions of the FY 2005 continuing resolution and other budget constraints. Additionally, the proposed budget amount is subject to a rescission.

Note (b): The balance remaining of the total budget (75%) without an adjustment of rescission amount. An amended Notice of Cooperative Agreement will be issued to award the 75% balance less the amount of rescission upon the congressional approval of the FY 2005 budget is confirmed.

Note (c): The amount of funds authorized to use until the balance remaining is awarded.

	2005 Negotiated		2005 Negotiated	2005 Negotiated	2005 Negotiated	2005 Negotiated	2005 Negotiated
		75% of Negotiated Budget	25% of Negotiated Amount	25% of Negotiated Amount	25% of Negotiated Amount	25% of Negotiated Amount	25% of Negotiated
Budget Categories	Budget Agreement Financial Assistance (FA)	Rescission Resolution Impact and Budget Constraints	COPEH/NAIDS Surveillance	Perinatal	Incidence	Behavioral	Budget Award Financial Assistance (FA)
Salary & Wages	\$1,188,309	\$891,232	\$218,218	\$0	\$5,211	\$13,649	\$297,077
Fringe Benefits	\$466,574	\$349,931	\$84,911	\$0	\$2,127	\$5,605	\$116,644
Consultant Cost	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$30,026	\$22,520	\$3,730	\$125	\$1,922	\$1,729	\$7,507
Travel	\$14,300	\$10,725	\$1,975	\$0	\$400	\$1,200	\$3,575
Other	\$165,435	\$124,076	\$26,048	\$1,000	\$6,512	\$7,719	\$41,339
Contractual Cost	\$265,545	\$199,159	\$0	\$13,640	\$0	\$52,747	\$6,386
Total Direct Costs	\$2,130,189	\$1,597,642	\$34,882	\$14,865	\$100,173	\$82,646	\$532,547
Indirect Costs	\$239,016	\$194,262	\$47,565	\$0	\$4,214	\$2,975	\$64,754
Total Costs	\$2,369,205	\$1,791,904	\$82,447	\$14,865	\$114,387	\$85,623	\$597,301

NOTICE OF COOPERATIVE AGREEMENT

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DATE ISSUED

AWARD (Continuation Sheet)

AWARD NO.

U62/CCU923576-02

DIRECT ASSISTANCE: No direct assistance is awarded.

NOTE 1: INCORPORATION: Program Announcement Number 04017 entitled "HIV/AIDS Surveillance" and the interim progress report dated August 26, 2004, are made a part of this award by reference.

This financial assistance and/or direct assistance for this cooperative agreement are for the 2nd year period covering 01 January 2005 through 31 December 2005. The funding period ends at 31 December 2006.

NOTE 2: **INDIRECT COST**

<u>Type</u>	<u>From</u>	<u>To</u>	<u>Rate</u>	<u>Location</u>	<u>Applicable To</u>
Prov.	2003	2004	21.7971	on site	all programs

NOTE 3: REPORTING REQUIREMENTS:

Form SF 269 (Financial Status Report (FSR)) is due to the CDC Procurement and Grants Office (PGO) 90 days after the end of the each budget period (March 31).

OBSOLETE REPORTING DATES: Report submission dates previously stated in the Program Announcement 04017 (March 31, 2005) and in the initial award (January 2005) are superseded by the following information:

- **NEW REPORTING REQUIREMENT:** Only submit an annual report, i.e., IPR covering a 12 continuous months (July 1-June 30) for each year of the program.
- **NEXT REPORT DUE:** The 03-year IPR covering the period of July 1, 2004 - June 30 2005 is due to the PGO on or before September 1, 2005.

NOTE 4: CORRESPONDENCE: All correspondence regarding this award must be identified with the award number as shown at the top right of this page.

NOTE 5: PRIOR APPROVAL requirement per 45 CFR92.30: "ALL" requests that require the prior approval must bear the signature of an authorized official of the grantee business office as well as that of the principal investigator or program director. Any request received, which reflect only one signature, will be returned to the grantee unprocessed. Additionally, any requests involving funding issues must include a new proposed budget and a narrative justification of the requested changes.

NOTE 6: EQUIPMENT AND PRODUCTS: To the greatest extent practicable, all equipment and products purchased with CDC funds should be American-made.

NOTE 7: ACKNOWLEDGMENT OF FEDERAL SUPPORT: When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all awardees receiving Federal funds, including and not limited to State and local governments and recipients of Federal research grants, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

NOTE 8: INSPECTOR GENERAL: For your information, the United States Department of Health and Human Services Inspector General maintains a toll-free telephone number, 800-368-5779, for receiving information concerning fraud, waste or abuse under grants and cooperative agreements. Such reports are kept confidential, and callers may decline to give their names if they choose to remain anonymous.

NOTE 9: PAYMENT INFORMATION: Direct Drawdown:

Payment under this award will be made available through the Department of Health and Human Services (HHS) Payment Management System (PMS). PMS is administered by the Division of Payment Management, Program Support Center, HHS. PMS will forward the DHHS Manual for Recipients Financed Under the Payment Management System (PMS), PMS-270 and PMS-272 forms.

A. PMS correspondence, mailed through the U.S. Postal Service, should be addressed as follows: Division of Payment Management, FMS/PSC/HHS, P.O. Box 6021 Rockville, MD 20852.

B. If a carrier other than the U.S. Postal Service is used, such as United Parcel Service, Federal Express, or other commercial service, the correspondence should be addressed as follows: Division of Payment Management, FMS/PSC/HHS, Rockwall Building #1, Suite 700, 11400 Rockville Pike, Rockville, MD 20852.

To expedite your first payment from this award, attach a copy of the notice of Grant/Cooperative Agreement to your payment request form.

Note 10: AUDIT REQUIREMENT: An organization that expend \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of **OMB Circular A-133, Audit of States, Local Governments, and Non-Profit Organizations**. It must be completed and a data collection form, and reporting package shall be submitted within

NOTICE OF COOPERATIVE AGREEMENT

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DATE ISSUED

AWARD (Continuation Sheet)

AWARD NO.

U62/CCU923576-02

the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period. The audit report must be sent to: **Federal Audit Clearing House, Bureau of the Census, 1201 East 10th Street, Jacksonville, IN 47132.** Should you have questions regarding the submission or processing of your Single Audit package, contact the Federal Audit Clearinghouse at:

(301) 763-1551

(800) 253-0696

Or email: govs.fac@census.gov**Note 11: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF**

1996 (HIPAA): Pursuant to the Standards for Privacy of Individually Identifiable Health Information promulgated under the Health Insurance Portability and Accountability Act (HIPAA)(45 CFR Parts 160 and 164), covered entities may disclose protected health information to public health authorities "...authorized by law to collect or receive such information for the purpose of preventing or controlling disease, injury, or disability, including, but not limited to, the reporting disease, injury, vital events such as birth or death, and the conduct of public health surveillance, public health investigations, and public health interventions..." The definition of a public health authority includes "...a person or entity acting under a grant of authority from or contract with such public agency..." Through this agreement, the Hawaii State Department of Health is acting under a grant of authority from CDC to carry out HIV/AIDS Surveillance Programs which are authorized by 317 (k) (2) 42 USC 247B(k)(2). The CDC grants this authority for purposes of this project. Further, CDC considers this to be disease reporting for which disclosure of protected health information by covered entities is authorized by section 164.512(b) of the Privacy Rule (45 CFR 164.512(b)).

NOTE 12: CDC CONTACT NAMES:**Business and Grants Management Contact**

Tiffney Esslinger, Grants Management Specialist
Centers for Disease Control & Prevention
Procurement and Grants Office (PGO)
2920 Brandywine Road MS E-15
Atlanta, Georgia 30341-4146
Telephone: (770) 488-2731

Fax: (770) 488-2670 or 2671

E-mail: tde2@cdc.gov**Programmatic Contact**

Earl Handwerker, Project Officer
Centers for Disease Control & Prevention
Division of HIV/AIDS Prevention (DHAP)
Corporate Square, Bldg. 8, MS E-58
Atlanta, Georgia 30333
Telephone: (404) 639-2061

Fax: (404) 639-2029

Email: ehh1@cdc.gov